

FACILITIES MANAGEMENT

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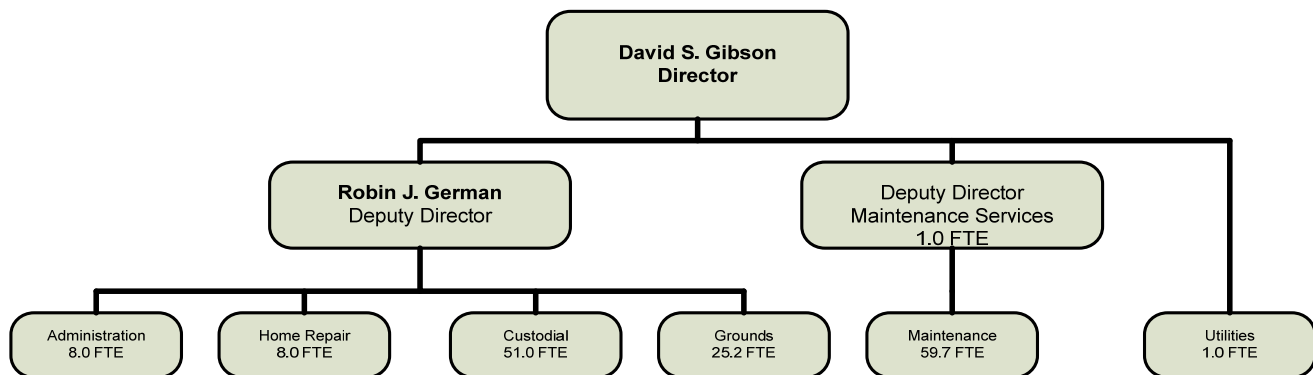
MISSION STATEMENT

The mission of the Facilities Management Department is to serve the public by providing quality custodial, grounds, and maintenance services that will enable county departments and staff to effectively meet the expectations of their customers.

STRATEGIC GOALS

1. Improve business practices to enhance customer service and increase staff efficiency.
2. Provide thorough preventive maintenance inspections and reports on county-owned facilities to ensure a safe and healthy work environment..

ORGANIZATIONAL CHART



SUMMARY OF BUDGET UNITS

	2007-08			
	Appropriation	Revenue	Local Cost	Staffing
General Fund				
Facilities Management	14,804,146	4,830,071	9,974,075	154.9
Utilities	17,544,618	258,043	17,286,575	1.0
Total General Fund	32,348,764	5,088,114	27,260,650	155.9

Detailed information for each budget unit follows, along with a description of the services provided, budget unit history and applicable performance measures.

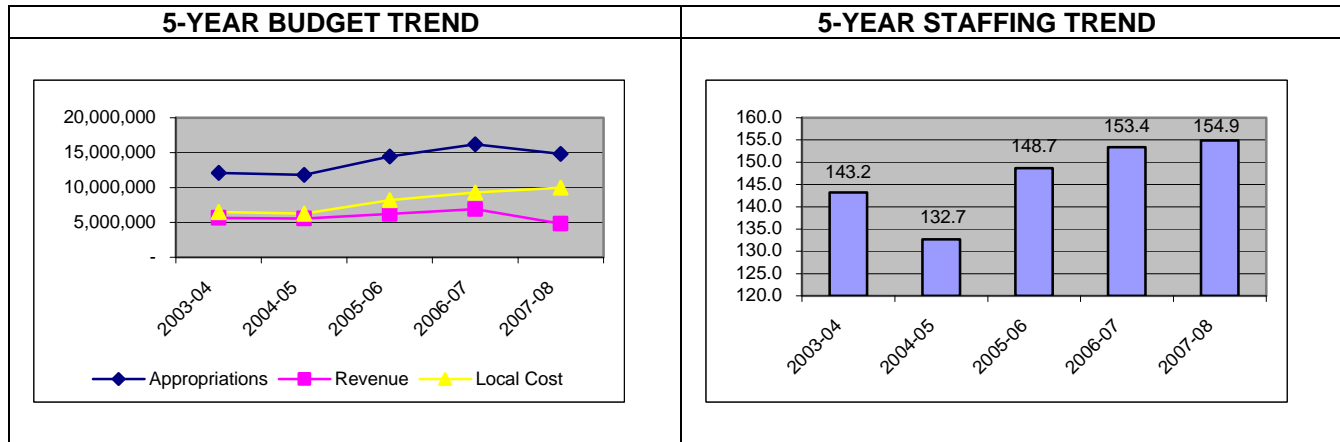


Facilities Management

DESCRIPTION OF MAJOR SERVICES

The mission of the Facilities Management Department is to serve the public by providing quality services and enabling county departments and staff to effectively meet the expectations of their customers. This mission is implemented through services provided by the Custodial, Grounds, Maintenance, and Home Repair divisions. The focus of each of these divisions is to ensure a clean, safe, and well-maintained environment for county customers and employees.

BUDGET HISTORY

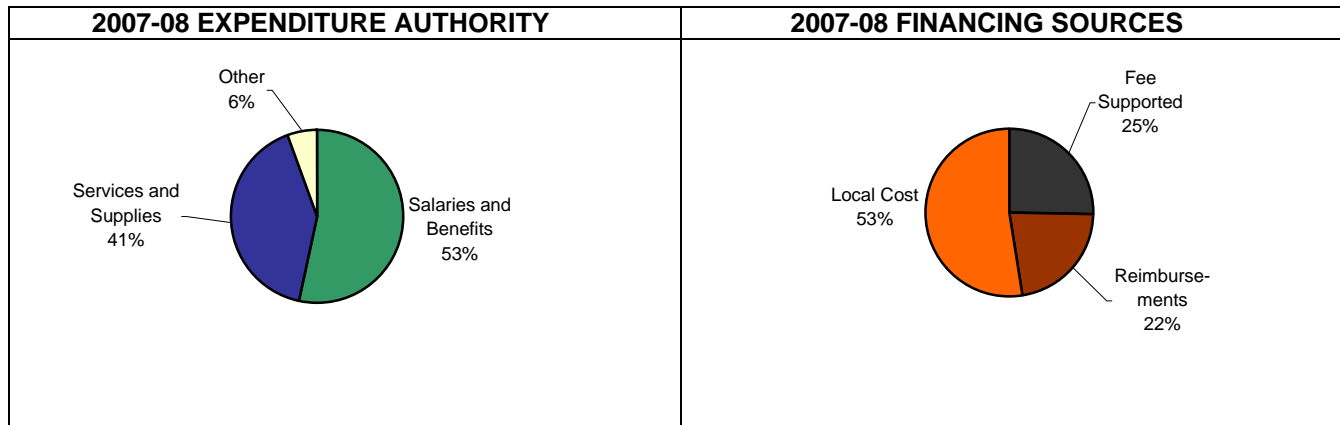


PERFORMANCE HISTORY

	2003-04 Actual	2004-05 Actual	2005-06 Actual	2006-07 Modified Budget	2006-07 Estimate
Appropriation	11,141,584	11,783,686	13,706,972	16,197,204	15,178,497
Departmental Revenue	5,203,992	5,345,089	5,372,902	6,900,616	5,882,225
Local Cost	5,937,592	6,438,597	8,334,070	9,296,588	9,296,272
Budgeted Staffing				153.4	



ANALYSIS OF PROPOSED BUDGET



GROUP: Public and Support Services
DEPARTMENT: Facilities Management
FUND: General

BUDGET UNIT: AAA FMD
FUNCTION: General
ACTIVITY: Property Management

	2003-04 Actual	2004-05 Actual	2005-06 Actual	2006-07 Estimate	2006-07 Final Budget	2007-08 Proposed Budget	Change From 2006-07 Final Budget
Appropriation							
Salaries and Benefits	6,874,902	7,268,716	8,372,443	9,280,412	9,738,341	10,144,112	405,771
Services and Supplies	5,002,794	5,257,699	6,040,188	6,681,650	7,226,080	7,752,739	526,659
Central Computer	21,195	24,259	31,833	37,713	37,713	51,984	14,271
Equipment	-	17,487	17,902	42,495	43,000	55,100	12,100
Vehicles	-	-	26,144	11,892	13,000	-	(13,000)
Transfers	29,126	27,300	26,806	829,090	718,079	1,014,117	296,038
Total Exp Authority	11,928,017	12,595,461	14,515,316	16,883,252	17,776,213	19,018,052	1,241,839
Reimbursements	(786,433)	(811,775)	(808,344)	(1,704,755)	(1,579,009)	(4,213,906)	(2,634,897)
Total Appropriation	11,141,584	11,783,686	13,706,972	15,178,497	16,197,204	14,804,146	(1,393,058)
Departmental Revenue							
State, Fed or Gov't Aid	-	2,289	43,288	-	-	-	-
Current Services	5,203,992	5,342,800	5,328,828	5,882,225	5,900,616	4,830,071	(1,070,545)
Other Revenue	-	-	786	-	-	-	-
Total Revenue	5,203,992	5,345,089	5,372,902	5,882,225	5,900,616	4,830,071	(1,070,545)
Operating Transfers In	-	-	-	-	1,000,000	-	(1,000,000)
Total Financing Sources	5,203,992	5,345,089	5,372,902	5,882,225	6,900,616	4,830,071	(2,070,545)
Local Cost	5,937,592	6,438,597	8,334,070	9,296,272	9,296,588	9,974,075	677,487
Budgeted Staffing					153.4	154.9	1.5

Salaries and benefits of \$10,144,112 fund 154.9 positions, which is an increase of \$405,771 and 1.5 budgeted staffing. Cost adjustments reflect various staffing changes, MOU and retirement rate adjustments, and increased workers' compensation charges.

Budgeted staffing adjustments are requested as follows:

- In the Custodial Division, 1.0 Custodian I is added at a cost of \$43,983 to provide additional service in response to customer requests. The cost of this position will be fully offset by reimbursements.
- In the Maintenance Division, staffing is increased by a net of 0.5 budgeted staffing, which includes the addition of 1.0 Maintenance Supervisor at a cost of \$88,428 to supervise Building Plant Operators. This is part of an initiative to increase staff efficiency and improve customer service by dividing the heating, ventilating, and air conditioning (HVAC) crew and the Building Plant Operators into two distinct workgroups, each with its own supervisor. This is offset by an adjustment of 0.5 to the division's vacancy factor to more accurately reflect turnover.



Services and supplies of \$7,752,739 includes \$1.3 million for contract custodial services, \$0.5 million for contract grounds services, \$4.0 million for costs related to building maintenance. The budget increases \$526,659 because the department will begin maintaining the County-owned building at 303 West Third Street in San Bernardino (303 Building) and due to increased customer requests for service. Costs for the 303 Building will be partially offset by revenue to be received from the Superior Courts.

Equipment of \$55,100 reflects an increase of \$12,100 and is requested to purchase various fixed assets including a riding mower and a tractor plus two trailers, a thermal imager, and a camera and monitor snake.

The vehicles budget is deleted, as there are no vehicle purchases requested in 2007-08.

Transfers from the department's operating divisions to the Administrative Division are increased by \$296,038. The Board approved these costs as 2006-07 final budget changes to enable the department to better perform its core functions by reassigning administrative and office processes away from staff that are needed in the field.

Reimbursements of \$4,213,906 are from other general fund departments for special custodial, grounds, and maintenance service requests. The increase of \$2,634,897 is to offset increased expenditures not attributable to local cost and the aforementioned transfers. These expenditures and transfers total \$564,352. The balance of the increase, which totals \$2,070,545, is due to an accounting change to appropriately recognize this income.

Revenue of \$4,830,071 is primarily from non-general fund departments for special custodial, grounds, and maintenance service requests. The decrease of \$1,070,545 is due to two accounting changes.

- Transfers from the Capital Improvement Program (CIP) budget totaling \$1,000,000 to offset the cost of minor CIP as well as paint and carpet projects completed by Facilities Management staff are now recognized as revenue. The budget for operating transfers-in is decreased by \$1,000,000.
- Income of \$2,070,545 previously budgeted as revenue is now budgeted as reimbursements in accordance with GASB 34.

PERFORMANCE MEASURES			
Description of Performance Measure	2006-07 Projected	2006-07 Estimated	2007-08 Projected
Decrease the length of time required to provide final cost data to customers.	50%	0%	50%
Implement capability for county departments to submit work requests online through CAFM-enabled interface on the Facilities Management Department's homepage.	NEW	NEW	100%
Facility inspections completed. (The estimated total number of buildings/groups of buildings is 45.)	11% (5)	56% (25)	100% (45)
Hours freed up from administrative work for field staff.	3,200	3,200	6,400
Additional productive hours from new specialty trade positions.	2,400	2,400	4,800
Additional service hours provided via the Community Options contract to additional buildings.	10,000	7,500	10,000

The estimated 50% decrease in the length of time required to provide final cost data to customers was not realized due to turnover in positions specifically assigned to work on this project in both the Facilities Management Department and the Information Systems Department. These positions are once again fully staffed and the 50% decrease is now projected to occur in 2007-08.

The additional service hours provided via the Community Options contracts were not increased in 2006-07 due to vacancies in positions assigned to administer to this project. The vacancies have been filled and agreements are being finalized to add Community Options crews for the fourth quarter 2006-07 and all of 2007-08.

